

ABDULRAHMAN UMMERFAROOK

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CAREER OBJECTIVE

Seeking a challenging opportunity in an Organization to excel and grow along with the organization by utilizing my knowledge and acquired skills towards fulfilment of organizational vision.

CAREER PROGRESSION

Trade Finance Consultant – September 2021 – Current | Euro Exim Bank - www.euroeximbank.com

- Promote the services of Euro Exim Bank to corporates.
- Identify clients for structured non-funded financial solutions, namely issuance of Letters of Credit, Standby Letters of Credit, Performance bonds and Bank Guarantees.
- Convert leads into a successful transactions
- Provide regular prospective business reports to Sales Management
- Promote Euro Exim Bank in public forums and attend conferences, webinars etc. on approval from Sales Management.

Administrative Officer cum Accountant – July 2021 - Current | Investors Documents Clearing Services (IDS) – Dubai

- Assist in UAE visa and emigration processing.
- Issuing and renewing Emirates ID, Medical Etc.
- Handles Accounts related works.
- Making relationship with companies.

Associate Portfolio Manager – April 2021 – June 2021 - Square Yards Real Estate LLC- Dubai - www.squareyards.com

- Conduct market research to identify selling possibilities and evaluate customer needs.
- Actively seek out new sales opportunities through marketing, networking and social media.
- Setup meetings with potential clients and listen to their wishes and concerns.
- Ensure the availability of stock for sales and demonstrations.
- Collaborate with team members to achieve better results.

General Accountant – Jan 2018 – April 2020 | Club Voyage Tours and Travels – Kannur, Kerala – India

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Assist senior accountants in the preparation of monthly/yearly closings
- Assist with other accounting projects.

B2B Marketing – Exporting Commodities · 3 years – Wedmar International Commodities – Kerala, India (Contract)

- Trading physical commodities anywhere worldwide.
- Developing new trading opportunities and supply sources.
- Cultivating and maintaining relationships with suppliers and end users.
- Negotiating price, specification and delivery details.
- Builds and maintains a specific network of customers and suppliers associated with industry.
- Answering the Request for Quote (RFQs) sent from customers.
- Develop relationships with professionals in the import/export market as well as brokers and other traders to gain extra color on the markets.
- Contacting potential clients via email or phone.

EDUCATIONAL QUALIFICATIONS

ITM College of Arts and Science - Kannur University
Bachelor of Commerce with co-operation

COURSES AND CERTIFICATES

- **MBA: Business Lessons from a CEO**
Business Strategy | Management and HR Management | Marketing Communications and Marketing Management | Accounting and Financial Statement Analysis | Decision Making, Persuasion, and Negotiation
UDEMY - 365 CAREERS - DEC 2020 [view certificate](#)
- **The Complete Investment Banking Course 2021**
The ascendance of investment banking services | The four main areas of investment banking activity | Strategies pursued by investment banks | Capital markets - Equity capital markets - Debt Capital Markets | Advisory services - Mergers and acquisitions - Restructuring | Trading and Brokerage | Asset management | Company Valuation | Financial modeling fundamentals | DCF Valuation | Relative valuation | LBO Valuation
UDEMY - 365 CAREERS - JULY 2021 [view certificate](#)
- **International Trade Finance | Letter of Credit and UCP 600**
Bank Guarantees - Detailed Process Flow | Letter of Credit – Detailed Process flow | Incoterms® 2020 and Letter of Credit | Types of Letter of Credit - In Detail | UCP 600 - Discussion on UCP 600 Articles with Examples
Scrutiny of Documents – Most Common Discrepancies | Issue a Letter of Credit - Understanding the MT 700 Swift
UDEMY - MAY 2021 [view certificate \(LC and UCP 600\)](#) | [view certificate \(International Trade Finance\)](#)
- **Accounting & Financial Statement Analysis: Complete Training**
Introduction to Accounting | Three Main Statement in Financial Accounting | Core Accounting Principles
Bookkeeping Records + Income Statement + Balance Sheet | Accounting and Timing - Income and Cash Flow
Cash Flow Statement - Cash Flow Analysis | Financial Reporting | Financial Statement Analysis - Science and Practice
UDEMY - 365 CAREERS - FEB 2021 [view certificate](#)
- **Islamic Banking and Finance: Theory and Practice**
Introduction to Banking | Understanding Riba | Islamic Banking – Key Misconceptions
Islamic and Conventional Banking – Difference | Islamic Banking Modes and Products
UDEMY | MAY 2021 [view certificate](#)
- **Financial Accounting | Corporate Finance (M&A) | Bookkeeping | Payroll Processing**
- **Tally ERP9, Microsoft Word, Excel, PowerPoint, Outlook Etc.**
- **Banking Credit Analysis Process** [view course](#)
- **Fundamentals of Analyzing Real Estate Investments** [view course](#)
- **The Complete Financial Analyst Course** [view course](#)
- **The Complete Finance Manager Course** [view course](#)

EXPERTISE SUMMARY

- Good Communication & Interpersonal Skills
- Decision Making Skills
- Problem Solving & Analytical Skills
- Team Player & Leadership Skills
- Quick Learner & Time Management Skill

PROFESSIONAL AND PERSONAL STRENGTH AND KEY SKILLS

- Entrepreneurship
- Business networking and relations
- Email Marketing
- International Marketing and Relations
- Negotiating
- Lead Generation
- Social media marketing, LinkedIn Marketing
- B2B Marketing
- Real Estate Sales and Brokering
- Supplier Sourcing / Procurement

PERSONAL INFORMATION

- DATE OF BIRTH : 17th Jan 1996
- PLACE OF BIRTH : Kannur, Kerala
- NATIONALITY : Indian
- GENDER : Male
- MARITAL STATUS : Single
- LANGUAGE'S KNOWN : English (Fluent), Hindi, Arabic and Malayalam (Native)
- VISA STATUS UAE : UAE Visit visa valid till October 19th 2021

DECLARATION

If given an opportunity to work with your esteemed organization, I assure that I will work sincerely and honestly to the entire satisfaction of the company. I am looking forward to meet you in person to discuss more on my abilities and my existing skills.

REFERENCES

Rauf Thayal
Assistant Vice President
Dubai Islamic Bank

Ummer Farook KT
Senior Trade Finance Officer
Emirates Islamic Bank
Ktufarook@gmail.com

Kind regards
Abdul Rahman Ummer Farook